



**Planning & Development
Department
PRE-APPLICATION MEETING**



SUBMITTAL FORMS INDEX

PRE-APPLICATION MEETING APPLICATION	501bb
PRE-APPLICATION MEETING CHECKLIST	591a
PRE-APPLICATION MEETING DATES	501cc



Planning & Development
Department
PRE-APPLICATION MEETING
APPLICATION



☐ DMP ☐ CPA ☐ ZONE CHANGE ☐ SUP ☐ OTHER (DESCRIBE IN DETAIL BELOW)

APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Description of Request: _____
Water/Sewer Provider/s: _____
Existing Use of Property: _____
Existing Zoning District: _____
Related Case Number/s: _____

PROPERTY INFORMATION:

Address (if known): _____
General location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number/s: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

Applicant's Signature: _____ Date: _____



Planning & Development Department

PRE-APPLICATION MEETING CHECKLIST



Per Section 305 of the Maricopa County Zoning Ordinance (MCZO), a pre-application meeting is required for any application that requires a Citizen Review Process (Zone Changes, Special Use Permits, Development Master Plans, and Comprehensive Plan Amendments). Although not required, a pre-application meeting may be conducted for other planning applications.

The primary purpose of a pre-application meeting is to provide an applicant with specific information on process requirements for the applicant's proposal from representatives from Current (P&Z) Planning, Comprehensive Planning, Zoning Plan Review, Drainage Review, Transportation, Environmental Services, and Flood Control District of Maricopa County. Whether or not a development proposal is supportable by staff may be discussed, but final determination will not be made until a formal application is evaluated. (Note: the Board of Supervisor's can overturn staff's recommendation). Pre-application meetings are considered proprietary and any information received or discussed is not considered public information.

The following application materials are required prior to scheduling a pre-application meeting. This material can be submitted in person at the One Stop Shop (OSS) or mailed in "Attention P&Z division". Once these materials are received, they will be distributed to County reviewers and the applicant will be contacted with a pre-application date and time. Agendas are limited and are filled on a "first come-first serve" basis (see attached schedule).

A copy of the signed pre-application form with meeting notes will be given to the applicant after the meeting and will be a submittal requirement for future formal applications. Pre-application meetings are only valid for a period of twelve (12) months, after which, a new pre-application meeting may be required under separate fee.

INFORMATION REQUIRED FOR SUBMITTAL

- 1. APPLICATION – 7 copies**
- 2. SITE PLAN (collated, folded, and stapled copies)** illustrating the proposal or layout of the site – **7 copies**
- 3. NARRATIVE REPORT** describing the request in detail – **7 copies**
- 4. FILING FEE:** \$100 (see Maricopa County Zoning Ordinance, Chapter 16 (www.maricopa.gov/planning))

MARICOPA COUNTY AGENCY CONTACTS:

Planning:	(602) 506-3301
Zoning Plan Review:	(602) 506-3201
Transportation (MCDOT):	(602) 506-8600
Environmental Services (MCESD):	(602) 506-6666
Flood Control District:	(602) 506-1501
Drainage Review:	(602) 506-7149



Planning & Development
Department
2008 PRE-APPLICATION MEETING DATES



Pre-Application Meetings

Dates in **bold** indicate meetings for Wireless Communication Facilities only.

January 8, 2008	June 26, 2008
January 10, 2008	July 8, 2008
January 22, 2008	July 10, 2008
January 24, 2008	July 17, 2008
February 12, 2008	July 22, 2008
February 14, 2008	August 12, 2008
February 26, 2008	August 14, 2008
February 28, 2008	August 26, 2008
March 6, 2008	August 28, 2008
March 11, 2008	September 9, 2008
March 20, 2008	September 11, 2008
March 25, 2008	September 23, 2008
April 3, 2008	September 25, 2008
April 8, 2008	October 9, 2008
April 17, 2008	October 14, 2008
April 22, 2008	October 23, 2008
May 13, 2008	October 28, 2008
May 15, 2008	November 6, 2008
May 27, 2008	November 13, 2008
May 29, 2008	November 25, 2008
June 10, 2008	December 9, 2008
June 12, 2008	December 11, 2008
June 24, 2008	December 23, 2008